

**City of Sanford**  
**City Manager's Monthly Update**  
**December 2024**

**CITY MANAGER'S OFFICE**

- Along with Mayor Woodruff, attended Seminole County Sheriff's Highway Dedication Ceremony in honor of Deputies Cleveland Jacobs, George Pfeil, and Robert O. Moore. Deputy Moore's Highway will be in Sanford on Hwy 17-92 between 1st Street and 25th Street.
- Attended the Sanford Senior Center's Holiday Party.
- Met with Fire Union representatives to discuss salaries.
- Met with Police Union representatives to discuss having regular Labor/Management meetings.
- Along with Mayor Woodruff attended the Sanford Historical Society Annual Holiday Celebration and the Tri-County League of Cities Holiday Reception at WastePro.
- Attended "Visionary Community Event" where Historic Goldsboro Main Street, the Front Porch Florida Initiative, and Sanford's Race, Equality, Equity, and Inclusion Committee are planning a permanent exhibit at City Hall that honors the historic Goldsboro community.
- Attended and spoke at Elizabeth Harkey's Retirement Party.
- Attended along with Deputy Fire Chief Mark Seiferth a program where HCA Lake Monroe Hospital employees present former Battalion Chief Luke Kimmig's family with Christmas gifts. Deputy Chief Seiferth also presented Luke's wife with his Officer of the Year award.
- **Marina**
  - The Marina design services Request for Qualifications (RFQ) Evaluation Committee convened and ranked the three firms on Monday, December 2, 2024 at 2:00PM. The ranking recommendation and top ranked firm, Neel-Schaffer, will be on the January 13, 2025 City Commission meeting for approval and to commence negotiations for a design contract.
- **Mayfair Golf Course Clubhouse**
  - The temporary road and temporary parking area have been completed and working well with golf course operations. The service road running south of the driving range has been widened and improved for emergency vehicle and construction vehicle access. The installation of underground infrastructures such as stormwater structures, grease traps, etc. have commenced. It is anticipated to pour the concrete slab the first of the year. Construction of the Clubhouse is expected to take 12 months.

## **CITY MANAGER'S OFFICE (continued)**

- **Waterfront Property Survey**
  - The Memorandum of Agreement has been signed by both organizations and will be presented at the January 13, 2025 City Commission meeting for consideration. The fiber inside the existing Museum trailer is scheduled to be buried soon, and planning continues to vacate the Front Porch trailer. The Museum trailer is empty. The order for the Front Porch new modular building has been issued, and site preparations have begun.

## **COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT (CRANE)**

- Attended the Georgetown Steering Team meeting and introduced a partnership between the Mayor's Youth Council and the UCF RICHES project.
- Participated in the City of Sanford Top Guns team for Sofa and Suds.
- Attended Good Moring Seminole networking event on Homelessness.
- Participated in the City Manager's holiday party and gift exchange.
- Volunteered with Cops for Christmas.
- Volunteered with Shop with a Sheik.
- Hosted 1st Ugly Sweater contest.
- Hosted retirement celebration for Abigail Cancel, Outreach Technician with the LIHEAP program.
- **Community Development Block Grant (CDBG)**
  - Held advisory board meeting.
  - Finalizing the Comprehensive Annual Performance Report (CAPER) to be submitted by December 27.  
Housing & Rehab applications have been reviewed. Received 33 applications and 7 properties have been selected to move forward.
- **Low Income Home Energy Assistance Program (LIHEAP)**
  - Assisted 43 households, which comprised of:
    - 7 households with home energy assistance.
    - 36 households with crisis home energy assistance.
- **My Brother's Keeper (MBK)**
  - 5 MBK students helped out with the Christmas parade
  - 15 MBK students were able to attend 2 UCF Basketball games
  - 27 MBK students were adopted by community partners for the Christmas holiday (Seminole Paving and Unity Youth Association).
- **Race, Equality, Equity and Inclusion (REEI)**
  - Submitted the 2022-2024 Final report to the Clerk's office for the January 13 City Commission work session and regular meetings.
  - Pastor Tony Hernandez was selected as a new co-chair replacing Mike Foster
  - Ongoing meetings with City and external partners for the Pathways to Reconciliation working title project.
  - Received and reviewed 4 applicants to fill committee vacancies. Selections will be made by the January 6 committee meeting.
  - Participated in planning call with PJI consultant and co-chairs.
  - Hosted a Visionary Community event in partnership with the Goldsboro Front Porch and the Historic Goldsboro Main Street.

## **ECONOMIC DEVELOPMENT/COMMUNITY REDEVELOPMENT AGENCY (CRA)**

- On Wednesday, December 4, 2024, the Sanford CRA held their board meeting. The following action items approved at said meeting. The Get Hook'd on Lake Monroe Special Event Grant for estimated City costs not to exceed \$3,382.00, Sanford's Ride to Freedom – Promotional/Marketing request for \$500.00, and a Dr. Martin Luther King, Jr. Banquet and Festival Signature Special Event Grant, for estimated City costs not to exceed \$8,403.00. Dan Ping, Executive Director of Sanford Main Street provided an update including visitor traffic within the Sanford Information Center.
- As December 31, 2025, the Sanford Community Redevelopment Agency (CRA) sunset date is around the corner, staff is seeing an upsurge of requests for information about the various CRA grant programs in place.
- On November 18, 2024, and as a member of the CRA Coalition, Staff participated in the Redevelopment Visionaries meeting, which is a forum to discuss CRA topics at the forefront that affect the various over thirty jurisdictional members. The vision of these meetings involves connectivity, shared resources, and expanding the economic and redevelopment base.
- On the afternoon of November 18, 2024, CRA and Public Works staff met with CRA Board Member Joshua Snyder to discuss additional string lighting along First Street from Oak Avenue to French Avenue, as well as lighting at the entrance archways, while touring the area. Proposals are in process.
- On November 20, 2024, attendance at the Pathways to New Hope Ribbon Cutting event at 500 South Holly Avenue.
- On December 4, 2024, speaking engagement at the Foreign Direct Investment Round Table, Lord and Lord Consulting. A rapport built with leadership of the Colombian government, the Colombian Chamber of Builders, and Ecopetrol, the biggest oil company in Colombia.
- On December 5, 2024, attendance at the Seacoast Bank Sanford Small Business After Hours, 3791 West First Street.
- On December 6, 2024, the Popeye's Ribbon Cutting and Grand Opening took place at 4942 West State Road 46. The Seminole High School drumline performed and there was a wonderful turnout for this event.
- On December 7, 2024, Towns Garden Center, 555 West First Street, opened their doors with 7,000 square feet of specialty retail along beautiful First Street. The community is very excited about this new business!
- Several meetings have taken place between Flextrude and City staff with Economic Development, Fire, and Public Works, to discuss their inspection report findings and bring forth possible solutions to the concerns.
- The Mall transaction will close in the First Quarter of 2025, for tax reasons. Total capital investment estimates at \$500 million over the next 36 to 48 months. This will be the largest commercial/retail redevelopment in Seminole County history. Jobs and sales tax revenue increases will flourish.
- First airport hotel in history, the Comfort Inn and Suites, slated to open on July 1, 2025. The ongoing traffic from both the Orlando Sanford International Airport and Boombah should serve as a steady influx of high occupancy at this hotel.

## **ECONOMIC DEVELOPMENT/COMMUNITY REDEVELOPMENT AGENCY (CRA)** **(continued)**

- Poinsettias and large posters are now in highly visible key windows along First Street to bring a more aesthetically pleasing experience for those perusing the downtown area.
- Poinsettia plants provided to downtown area, business owners who replied favorable to the notification of available poinsettia plants.
- The Economic Development/CRA team continues to work with both potential businesses and the existing business community, as well as building owners to get business and building owners over the finish line of either opening their doors or keeping their doors open. The ED Team serves as connectors to those needing space, those wanting to purchase properties, those getting through various approval processes, and those needing financial assistance from other organizations, to name a few.
- As representatives of the City, attendance at the Sanford Regional Chamber of Commerce meetings, Sanford Main Street Board meetings, the River Council meetings, the Sanford Airport Authority Monthly Board Meeting, the Pathways to Sanford ribbon cutting, Popeye's Ribbon Cutting and Grand Opening, pre-app meetings, and meetings with local businesses who asked for a City presence while working with clients.
- Ongoing work with the Workspace Collective ownership team, to facilitate a construction start date of February, 2025. The project will bring a much-needed influx of professionals into the Downtown Corridor to eat and shop with local merchants.
- Ongoing facilitation with Flextrude, an employer of 225, on infrastructure needs to improve fire flow as they expand operations in Sanford to compete with foreign producers.
- Wayne Densch and Clear Channel are supported in their efforts to modernize the billboard structure on SR 46 to complement the newly expanded and modernized facility.

## **POLICE DEPARTMENT**

- The Sanford Police Department hosted another very successful and festive Joyfest event at Magnolia Square, sharing cookies, cocoa and holiday celebrations with the community.
- Sergeant Memminger participated in the "Breakfast with a Buddy" event at Midway Elementary School.
- Chief Cecil Smith was honored with a Law Enforcement Leadership Award by the Bethune-Cookman University Center for Law and Justice at the 7th Annual Florida HBCU Law Enforcement Career Symposium and Luncheon.
- Sanford Officers participated in the FOP's Annual Cops for Christmas event, providing over 130 children with gifts for Christmas.
- The Sanford Police Department provided an agencywide De-escalation through Leadership training, taught by Paul Butler.
- The Community Relations Unit participated in Shop with a Sheik at Target providing 100 children with gifts for Christmas.
- Hosted a successful Coffee with a Cop Event at the Publix at Colonial Towne Center.

## **POLICE DEPARTMENT (continued)**

- Our Financial Crimes Investigator, along with PIO Michael Hernandez, produced a number of crime prevention messages for International Fraud Awareness Week.
- The Recruiting Unit participated in a very successful recruiting event at Decision Tactical, the Army National Reserve, and Paws n Claws, meeting a number of prospective police recruits.
- 16 sworn vacancies and three support staff vacancies.

## **FIRE DEPARTMENT**

- **Training and Activities**
  - Medical Director meetings attended.
  - Pre-fire plans completed- 16 businesses.
  - Rescue standby for 4 events.
  - 3 Public education events attended.
  - Sunrail Training completed.
- **Fire Prevention**
  - Annuals - 252
  - Re-inspections on annuals - 361
  - New Construction Inspections - 96
  - State Required Inspections - 4
  - Food Truck Inspections - 45
  - BC Pass down/follow ups - 24
  - Plans Review - 136
  - Special/Complaint inspections - 83
  - Car seat installs - 1
  - Public Education Events - 5
  - Smoke Alarms Installed - 0
  - Fire Investigations - 4
- **Administration**
  - Currently down 3 firefighters. The posting closes December 31st.
  - Interviews for the Logistics Coordinator will be conducted the first week of January 2025.

## **PARKS AND RECREATION**

- Parks staff installed the new annuals throughout the downtown and Riverwalk areas. This project included over 5,700 individual plantings.
- The Sanford Soap Box Derby is gearing up to host our annual two-day holiday rally on December 28-29th at Kirby Park. This event will include racers from eight states and as far away as Iowa.
- Parks and Recreation staff organized the Light Up Sanford, Parade of Lights, and Santa in the Square events to help kick off the holiday season and celebrate with our residents and guests.
- The Larry A. Dale Aquatic Center will host the Orlando United Water Polo Holiday Camp December 27-30, 2024.

## **PARKS AND RECREATION (continued)**

- Parks staff upgraded the Purple Martin habitat located on the Northshore Park at the Sanford Marina. In partnership with the Seminole Audubon Association, the area has been expanded from eight gourds to thirty-two. This allows our feathered friends more room to grow.

## **FINANCE**

- **Accounting Division**
  - Working with contractor and FEMA to formulate project worksheets for reimbursement of Hurricane related costs for Ian and Milton.
  - Working on the 2024 audit.
- **Information Technology (IT) Division**
  - Information Technology (IT) Service Requests
    - IT tracks requests or incidents reported by staff. The numbers below are based on totals for November 2024.
      - New IT Service Requests/Tickets 347.
      - Closed IT Service Requests/Tickets 260.
  - **Digital Transformation Project**
    - Artificial Intelligence (AI)
      - No activity this month.
    - m365 Migrations
      - Police, Recreation, Public Works groups are next on the migration schedule.
        - 81% Complete
  - **Process Modernizations**
    - Procurement process
      - Budget Transfer Request - testing phase in progress.
      - Emergency Justification form – ready to test.
      - Single Sole Source Justification form – ready to test.
      - Public Notice of Intent form – ready to test.
      - Vendor Performance Report form – ready to test.
      - Informal Request for Quote form – ready to test.
      - Field Purchase Order (FPO) form- ready to test.
      - Consultants Competitive Negotiation Act (CCNA) Contract form ready to test.
    - Communications Processes
      - Public Art application form – ready to go live.
      - Citizen’s Academy form – ready to go live.
      - Youth Council form – ready to go live.
      - Call to Artists form - ready to go live.
    - Police Processes
      - Police forms are ready to test; awaiting meeting with police department.
    - Utility Processes

## **FINANCE (continued)**

- **Process Modernizations**
  - Utility Processes
    - Utility availability connection cost request form – ready to go live.
    - Commercial Utility form – ready to test; awaiting meeting with Utilities.
  - Intranet Modernization
    - Main Hub site – ready to go live
    - HR site – revisions made after getting feedback; ready to go live
    - Finance site – awaiting feedback
    - Utility Plants site – revisions made after getting feedback; ready to go live
    - Utility Customer Service site – awaiting feedback
    - Police site – revisions made after getting feedback; ready to go live
    - Fire site – awaiting feedback from fire department
    - Parks & Recreation site – received feedback; revisions in progress
    - Public Works site – awaiting feedback
    - City Clerk site – received feedback; revisions in progress
    - City Management site – awaiting feedback
    - Building Division site – received feedback; revisions in progress
    - Code Enforcement site – received feedback; revision in progress
    - Planning Division site – received feedback; revisions in progress
    - IT site – work in progress.
- **Lucity Work Order and Asset Management**
  - Parks
    - Open – Scenario testing with staff.
    - Open – Training.
    - Complete - redesign of work order categories, problems, tasks, dashboard, special events.
  - Utilities
    - Testing various work order scenarios and configurations – target go live is February 2025.
  - Utilities Plants
    - Requirements gathering.
- **Purchasing Division**
  - Working on 43 solicitations.
  - Continued work on updating purchasing policies including new CCNA (consultants' competitive negotiation act) guidelines. This is temporarily on hold due to the contract on purchasing review.
  - Continued working on updating templates for the bidding process (mapping the process). This is also temporarily on hold due to the contract on purchasing review.
  - Working on updating templates for bids, construction documents, and terms and conditions. This is also temporarily on hold due to the contract on purchasing review.
  - Working on obtaining a contract to assist in revamping construction contracts, provide construction training to staff, and defend contracts if necessary.
  - Working with IT to post contracts on SharePoint.

## **FINANCE (continued)**

### **• Performance Management Division**

- Hosted an open SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis.
- Launched the GIS (Geographic Information Systems) dashboard to be viewed by the public.
- Assisted the Communication Office with issuing their Citizen's Academy survey.
- Continued to work on the City Succession Plan.
- Started strategizing the City's Strategic Plan.
- Continued Six Sigma Black Belt Training.
- Started the Executive Summary of the Community Survey related to City owned property.
- Finished full year (and Q4) dashboard and summary of the purchase order report.
- Continued to work with various Departments on creating an action plan as a result of the employee survey.

## **DEVELOPMENT SERVICES**

### **• Land Development Regulations in Revision**

- The reconfigured and reformatted Articles I through X are complete. Will be scheduled for City Commission in January.
- Schedules N and O are being updated to incorporate the latest material technologies and current industry standards. Zoning in progress was invoked by City Commission action in December.

### **• Comprehensive Plan Amendments**

- 2024 EAR (Evaluation and Appraisal Report) data being analyzed to determine modifications required and staff will proceed with changes once complete.

### **• Joint Planning Agreement**

- Seminole County and City staff are working on the JPA, but due to major staffing changes at the County's Development Services Department, these efforts may be delayed.
- The draft boundaries for the revised East Lake Mary Boulevard corridor study have been mapped.
- Staff are researching State Statutes and opportunities to enclose existing enclaves through non-voluntary annexations and JPA options.

### **• Citizenserve Updates**

- Staff continue their efforts to revise current and new applications, letters, standard procedures, and an updated fee schedule that will align with the updated Articles pending adoption.
- Staff are working on creating new reports to assist with tracking ongoing development.

### **• Mapping and Data Analysis**

- Staff continue to compile data for future mapping projects for the EAR and JPA as noted.

## **DEVELOPMENT SERVICES (continued)**

- **Opportunity Site (fka Catalyst Site)**
  - A Development Order has been executed to rescind all prior development orders which are now irrelevant including all other appropriate actions and determinations.
  - Other title clearing actions are being taken, including resolutions, vacates and releases related to existing encumbrances on the property. Specific documents may be noted in future reports as they are processed.
- **Development Agreement**
  - Staff continue to review the proposed relocation of one billboard from the mall to Fire Station 32 and revitalization of two existing billboards near I-4.
- **Ongoing list of projects under construction**
  - Kings Crossing
    - Wawa – Under construction.
    - Apartments – Under construction.
  - All Souls PD
    - Emerald Point – Townhomes are under construction.
    - Apartments – Resubmitted for review.
    - Commercial Outparcel – Proposed Daycare – In review.
  - Towns at Riverwalk – 2485 W. Seminole Blvd – Plat recorded. Awaiting further submittals.
  - Skylar Crest – 3100 Kentucky St. –Townhomes under construction.
  - Concorde Community - 2401 E . Lake Mary Blvd – Working toward buildout.
  - Belair – 1701 Celery Avenue – Houses under construction.
  - Tuscany Village -4201 W 1st Street – Infrastructure and buildings are under construction.
  - Rinehart Parc (outparcel at Story)- 1701 Rinehart Road – Site Development underway.
  - NorthPort, Phase III – 495 N. White Cedar Road – Under construction.
  - Jesus Image Church – 2871 E. Lake Mary Boulevard – Under construction.
  - Gyro Sanford – 1514 French Avenue – Under construction.
  - Sanford Courtyard, Ph 2 – 1021 E 2nd Street – Construction has commenced.
  - ParkView Place, Ph 2 (Skyway Landings)– 3600 Skyway Dr – Plat record. Homes pending.
  - Lotus Apartments – 750 W Seminole Boulevard – Site Permit issuance pending fees.
  - Pine Way RV Storage – 1320 Pine Way - Site Permit has been issued.
  - Comfort Inn – 3403 E Lake Mary Boulevard – Construction re-commenced, building underway.
  - Kentucky Square – Site Permit Issued. Under Construction.
  - Palmetto Pointe - Site Permit Issued.
  - Matthews Palmetto Project – Site Development has been issued. Construction has commenced.

## **DEVELOPMENT SERVICES (continued)**

- 101 Specialty Point – Warehouse - Site and Building under construction.
- Charley’s Cheesesteak – 1920 French Avenue – Site Permits issued. Site Construction commenced.
- 101 N. Park Avenue – Dragon’s Vault and upper floor apartments – Utility site work underway
- Fords Garage – 1415 Rinehart Road – Permit issued. Applicant requesting revisions.
- **Significant Projects Under Review**
  - Tranquility Village – 500 Terrace Court (off Ridgewood) – Final Subdivision Review
  - Queens Crossing – 4430 Canyon Point - Final Subdivision Review
  - EverHome Suites – 1550 Rinehart Road – Permit Issues. No construction to date.
  - Fords Garage – 1415 Rinehart Road – Permit issued. Applicant requesting revisions.
  - Advent Health – 7450 North Ronald Regan Blvd. – Site Permit Issued. Under Construction.
  - Mayfair Golf and Country Club – Site Permit Issued. Under Construction.
- **Up and Coming Businesses**
  - Hot Asian Buns
  - The Bayou
  - Don Julio
  - The Gyro Place
  - Jersey Mikes
- **Code Enforcement**
  - Issued 7 parking citations.
  - 3 Mobile Food Vendor Citations.
  - Issued 9 Citations for SC-3 Violations.
  - Documented 60 new cases.
  - Brought 65 cases before the Magistrate.
  - Filed 1 foreclosure.
- **Building**
  - Issued 446 Permits.
  - Reviewed 193 Building Plans.
  - Performed 1450 Inspections.
  - Averaged 6.49 Days Plan Review for Commercial Permits.
  - Averaged 7.35 Days Plan Review for Residential Permits.
  - Conducted a review of Ring Central and determined that 100% of all incoming calls were answered this month.
  - Permitting Manager hired.

## **DEVELOPMENT SERVICES (continued):**

- Certificate of Occupancies (issued):
  - Harvest Time Hope Center
  - Sam's Club (New Sushi Kitchen)
  - Town's Garden Center (555 W 1st St)
  - Walmart Remodel (1601 Rinehart Rd)
  - Pathways to New Hope - Catholic Church Remodel to create CFL Home for Good

## **PUBLIC WORKS AND UTILITIES**

- The Georgetown Project Phase 1 construction continues, but is close to completion.
- The Georgetown Project Phase 2 project is in design. We reviewed and approved the drainage model so the final plans can be prepared.
- The Washington Avenue: Randolph Avenue – Mellonville Avenue drainage improvements is under construction.
- The Artisan and Trailhead Restrooms are open.
- Continuous construction is underway on the new utilities building at 14<sup>th</sup> Street and French Avenue.
- We have been awarded a grant to clean up the brownfield on the Fulton Street parcel where the future Public Works Emergency Operations Building will be constructed. We are preparing a RFP (request for proposal) to give finance to start the process.
- We have been notified by the EDA (Economic Development Administration) that we have been awarded two grants related to the Marina. The first one will allow us to purchase 3000 feet of Tiger Dam. It will be delivered this week. The other will allow us to replace the seawall with approximately 60% of the Marina. We are working toward putting the design phase out to bid.
- We are waiting for Finance to do the RFQ (Request for Qualifications) for the CMAR (Construction Management at Risk) so we can use a CMAR contractor to complete the Mayfair Drainage project.
- We are using a continuing contract consultant to start the process to do a new Stormwater Master Plan and Maintenance Plan for the City.
- Public Works has purchased two Leica GPS locators so we can complete survey quality data collection of existing storm structures that have been added or were missed during previous surveys. Training in the use of the equipment has been completed.
- Concrete curb repair ongoing in areas to be repaved city-wide.
- City-wide sidewalk repair and concrete work ongoing.
- New driveway and sidewalk inspections ongoing city-wide.
- Ongoing ROW (Right of Way) permit review.
- 2nd Street Streetscape review complete and out for bid. CRA (Community Redevelopment Agency) project that Public Works will be managing and inspecting.
- Scheduling Sanford Avenue paving with Middlesex; will be after the first of the year.
- Waiting on PO's (Purchase Orders) for Full Depth and annual paving.

## **PUBLIC WORKS AND UTILITIES (continued)**

- Assisted with decorating the Parade of Light float.
- Completed replacing defective electrical outlets for the Holiday Lighting.
- Completed replacing the light bulbs at Market Place on 1<sup>st</sup> Street.
- Assisted with the lighting for the holiday events .
- Reported 4 streetlights to FPL (Florida Power & Light) outage website.
- Completed 9 electric repairs.
- Completed 5 streetlights repairs.
- Completed 2 plumbing repairs.
- Completed 58 Utility locates.
- Arrange and provided materials for 10 special holiday events.
- Completed 178 work-orders for repair and maintenance on City vehicles & equipment.
- Responded to 13 Road Service calls on vehicles & equipment disabled in the field or on the road.
- Completed 56 scheduled Preventative Maintenance services.
- Performed pre-delivery Inspection on new Toro Sprayer for Recreation.
- Completed 4 Annual OSHA (Occupational Safety and Health Administration) inspections on Utility Dept. Truck-Mounted Cranes.
- 1,866 Tons of Residential Solid Waste was collected from approximately 15,812 City of Sanford residents.
- 286 Tons of Residential Yard Waste was collected from approximately 15,812 City of Sanford residents.
- 119 Tons of Residential Recycle was collected from approximately 15,812 City of Sanford residents.
- 2,916 Tons of debris were collected in roll off dumpsters from residential homes and businesses within the City of Sanford.
- 2,014 Tons of debris were collected in front load dumpsters from businesses within the City of Sanford.
- Ongoing negotiating a new Interlocal Agreement with Seminole County to include a substantial increase in the cost for recycling processing fees.
- Ongoing discussing minor City Code Amendment to Commercial Recycling Nonexclusive Permits with the City Attorney and reviewing if additional amendments are necessary.
- Reviewing Waste Pro's request for a disposal increase for all collection services.
- Approximately 470 miles of street sweeping.
- Approximately 2,870 ft. of storm pipe cleaned/jetted.
- Continuously mowing and weed-eating ditches and ponds city-wide.
- Repair inlets/pipes at the following locations:
  - East 7<sup>th</sup> St. (pipe repair)
  - East 11<sup>th</sup> St. (pipe repair)
  - 143 Wood Ridge Trail (pipe repair)
- Ongoing cleaning and inspecting inlets city-wide.

## **PUBLIC WORKS AND UTILITIES (continued)**

- Pond and Ditch maintenance:
  - 12 ponds and 2 ditches: Treatment of aquatic weed vegetation by spraying (contractor).
  - Crew members took over mowing ponds until we obtain a contract for the new year.
  - Cleaned vegetation out of small Mulberry retention area and ditch.
- Continuously spraying for Midges at the Riverwalk and Marina.
- Installed two inlets on Lily Ct.
- Installed valley gutter at the following:
  - Marshall Ave. between 24<sup>th</sup> St. and 25<sup>th</sup> St.
- Assisted the City of Sanford Parks & Grounds Department of removing canopy at Magnolia Square.
- Ongoing City-wide sign maintenance straighten & replace.
- Continuation of repairs/replacing sidewalk panels throughout the city.
- Continuously removing dead/dying trees on city ROWs (Right of Way) throughout the city.
- Ongoing response to and removing fallen trees and tree limbs throughout the city.
- Ongoing pothole repairs and asphalt road crossings throughout the city.
- Continuously mowing city lots & rights of ways.
- Provide special event support (Holiday Parade of Lights).
- Continuously picking up debris that are dumped in alleys and on city ROWs around the city.
- Ongoing alley maintenance in various areas throughout the city.
- Leased parking lot maintenance/grade and pick up trash.
- Tree trimming in various alleys requested by Waste Pro.
- Continuous inlet cleaning throughout the city.
- Final restoration debris site from hurricane Milton.
- Assisted the City of Sanford Parks & Grounds Department of removing canopy at Magnolia Square and installment of Christmas tree.
- State Road 46 main water replacement project continues and is expected to be completed before Christmas.
- State Road 46 force main project is substantially complete. Young's Communication is going to pay for the cost of the easement to be provided by RaceTrac to the city. The city will then enter into an easement agreement with RaceTrac.
- State Road 46 widening is beginning. Utilities relocation is being performed by SanPik.
- HYDROMAX USA Company has completed 99% of hydrant maintenance, painting, and flushing water hydrants throughout the city. Received and reviewing proposal for repairs to hydrants by HYDROMAX USA Inc.
- Ongoing manhole rehabilitation at Pinecrest Subdivision and the Orlando Sanford Airport.
- Mass meter exchange project installation contractor (VEPO Metering) is continuing the replacement of both commercial and residential water meters. Currently 10,800 meters are reporting under the Advanced Metering Infrastructure (AMI) software. Approximately 15,000 remaining to install.

## **PUBLIC WORKS AND UTILITIES (continued)**

- 22 pressure recorders have been installed and recording information for our Water Model and CHA Solution is working on the information provided for a comprehensive evaluation of our water system and is ongoing observation of the distribution system. (Project is ongoing).
- VEPO Solution, LLC has begun installing residential meters at a rate of roughly 100 a day soon to ramp up to roughly 200 installations a day with more than 10,000 meters reporting into the system.
- Continuous studying on the finds from the Smart Cover (the technology used to identify areas of infiltration and direct inflow) to continue efforts of eliminating infiltration and direct inflow to the Collective System. We have identified 2 major stormwater connections and had them removed. Also, multiple cleanout caps have been repaired.
- Ongoing manhole rehabilitation in the Pinecrest Subdivision and the Orlando Sanford Airport.
- Installed 2 new sewer taps and 30 repairs to the Collection System
- There's continuation of crew members working on broken cleanout caps, replacing manhole rim and covers and repairing sewer cave ins on the collection System to help eliminate infiltration and direct inflow.
- 1,4 Dioxane and the new plant construction are ongoing
- Utilizing Smartcover Inc. and their devices to study the findings and continue the efforts of eliminating infiltration and direct inflow to the Collection System.
- Continuously repairing leaks and breaks on the distribution and reclaim systems as they occur.
- Belair Park should have their Certificate of Completion in December 2024 / January 2025
- Utilities and Planning are coordinating with Seminole County Building Department for approval of city water and sewer services.
- Pulled and cleaned Master Lift Station pumps at the south Plant
- Pulled and unclogged Fort Mellon Lift Station pumps.
- Pulled and sent out for repair the North Plants return activated sludge pumps.
- Repaired burnt wires at the North Plant distribution pump # 3.
- Installed lights at the South Plant reclaim building.
- Installed Phone Boosters for the Pre-Treatment & Environmental Coordinators offices.
- Repaired breaker at French Ave.
- Replaced starters at the Vacuum Station
- Pulled and replaced the Seepex VFD's at the North Plant
- Removed all G1 power sources and bypassed to G2 at the North Plant Electrical Building.
- Replaced the check valve at the North Plants' Master Lift Station.
- Installed and flushed water line at Oregon Well # 1.
- Installed new CPU in the electrical building # 2 at the South Plant.

## **HUMAN RESOURCES & RISK MANAGEMENT**

- **Recruitment and Employment:**
  - New Job Postings: 7
  - Applicants: 238
  - New Hires: 3
  - Promotions: 1
  - New Hire Incentives: 1
  - New Hire Incentives Obligation: \$6,612.20
  - New FML Cases: 5
- **Benefits, Wellness and Records Administration**
  - Coordination of monthly Corebridge (457) meetings - 1
  - New hires benefits processing - 2
  - Coordinated New Hire Orientation (comprehensive session about 6 hours each) - 1
  - Responded to multiple Verifications of Employment.
  - Responded to multiple Public Records Requests.
  - Processed 36 change in status forms.
  - Processed 2 Wellness Reimbursement Requests.
  - Off-boarded 2 terminating employees.
  - Working with IT on implementing Super Share Point Platform.
  - Working with Premise to implement new wellness platform called Sonic Boom.
  - Hosted Sam's Club sign up event.
  - Complete Health Insurance Subsidy Report for Florida Retirement System (FRS).
  - Started working on 1095-C's.
  -
- **Risk Management:**
  - Workers Compensation Claims - 4
  - Liability Claims - 2
  - Auto Claims - 2
  - Mediations - 1
  - Coordinate Safety Committee Meeting - 1
  - Special Events Meetings - 1
  - Recoveries - \$9,589.48
  - Multiple conversations with the Trial Attorney on various matters.
  - FMIT Risk Management Round Table - 1
- **Training**
  - Coordinated full week of Diversity, Equity and Inclusion Training.